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Articulate Rise 360: The Essentials



Kevin Siegel



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Articulate Rise 360: The Essentials

Kevin Siegel



Contents



About This Book

The Author	vi
IconLogic	vi
Book Conventions	vii
Confidence Checks	vii
Hardware and Software Requirements	viii
Downloadable Course Files	viii
How Software Updates Affect This Book	ix
Contacting IconLogic.....	ix

Module 1: Getting Started with eLearning and Rise 360

Planning eLearning Projects	2
eLearning Development Phases	4
Fonts and eLearning	5
Storyboards	8
Guided Activity 1: Review a Completed Storyboard	8
Rise Courses.....	9
Guided Activity 2: Create a New Course Based on Real Content	9
Guided Activity 3: Preview a Course.....	13
Guided Activity 4: Delete a Course	15
Guided Activity 5: Create a New Course Based on a Template	16
Guided Activity 6: Create a New, Blank Course	18
Lessons	19
Guided Activity 7: Add Lessons	19
New Lessons Confidence Check.....	20
Section Breaks	21
Guided Activity 8: Add a Section Break	21
Section Breaks Confidence Check.....	22

Module 2: Images, Text, Audio, and Video

Images.....	24
Guided Activity 9: Add an Image Block With Text.....	24
Image Alt Text	28
Guided Activity 10: Add Image Alt Text	28
Image and Text Confidence Check	30
Text and List Blocks	32
Guided Activity 11: Add a Paragraph with Heading	32
List Block Confidence Check.....	35
Audio	36
Guided Activity 12: Record Audio	36
Guided Activity 13: Upload Audio	39
Audio Confidence Check.....	39
Videos	42
Guided Activity 14: Upload a Video	42
Guided Activity 15: Add Video Closed Captions	43
Video, Images, and Audio Confidence Check.....	44

Module 3: Tables, Labeled Images, Flashcards, and Quizzes

Table Blocks	50
Guided Activity 16: Work with a Table	50
Confidence Check	52
Labeled Graphics	53
Guided Activity 17: Add Blocks Between Blocks	53
Guided Activity 18: Add a Labeled Graphic	54
Confidence Check	58

Flashcard Blocks	60
Guided Activity 19: Add Flashcards	60
Confidence Check	62
Quiz Blocks.....	64
Guided Activity 20: Add a Quiz	64
Quiz Confidence Check.....	68
Guided Activity 21: Edit Quiz Settings.....	69
Another Content Confidence Check	70

Module 4: Course Settings and Exporting

Course Settings	74
Guided Activity 22: Change the Theme Logo and Cover Photo	74
Guided Activity 23: Modify the Brand Color and Fonts	76
Confidence Check	77
Guided Activity 24: Modify the Course Navigation	78
Confidence Check	79
Web Output	80
Guided Activity 25: Export a Web Version of the Course.....	80
LMS Output	83
Guided Activity 26: Export an LMS Content Package.....	84
PDF Output.....	86
Guided Activity 27: Export a PDF.....	86



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About This Book

This Section Contains Information About:

- The Author, page vi
- IconLogic, page vi
- Book Conventions, page vii
- Confidence Checks, page vii
- Hardware and Software Requirements, page viii
- Downloadable Course Files, page viii
- How Software Updates Affect This Book, page ix
- Contacting IconLogic, page ix



The Author

Kevin Siegel is a Certified Technical Trainer (CTT), Certified Master Trainer (CMT), and Certified Online Training Professional (COTP). Kevin served in the U.S. Coast Guard, where he was twice decorated with the Coast Guard's Achievement Medal. He also received the coveted Alex Haley Award for writing and photojournalism.



Kevin has spent decades as a technical communicator, face-to-face and virtual trainer, eLearning developer, publisher, and keynote speaker. Kevin has written hundreds of books for adult learners. Some of his best-selling titles include "Adobe Captivate: The Essentials," "Articulate Storyline: The Essentials," and "TechSmith Camtasia: The Essentials."

IconLogic

Founded by Kevin in 1992, IconLogic is a training, development, and publishing company offering services to clients across the globe.

As a **training** company, IconLogic has directly trained tens of thousands of professionals both on-site and online on dozens of applications. Our training clients include some of the largest companies in the world including Adobe Systems, Inc., Urogen Pharma, Agilent Technologies, Sanofi Pasteur, Kelsey-Seybold Clinic, FAA, Office Pro, Adventist Health Systems, AGA, AAA, Wells Fargo, VA.gov, American Express, Lockheed Martin, General Mills, Grange Insurance, General Dynamics Electric Boat, Michigan.gov, Freddie Mac, Fannie Mae, ADP, ADT, Federal Reserve Bank of Richmond, Walmart, Kroger, Duke Energy, USCG, USMC, Canadian Blood, PSA, Department of Homeland Security, and the Department of Defense.

As a **development** company, IconLogic has produced eLearning and technical documentation for Duke Energy, World Bank, Heineken, EVERFI, Bank of America, Fresenius Kabi, Wells Fargo, Federal Express, Fannie Mae, American Express, Microsoft, Department of For-Hire Vehicles, DC Child and Family Services Agency, DCORM, Canadian Blood Services, Cancer.org, MLB, Archrock, NEEF, CHUBB Limited, Canadian Natural Resources, and Hagerty Insurance.

As a **publishing** company, IconLogic has published hundreds of critically acclaimed books and created technical documents for both print and digital publication. Some of our most popular titles over the years include books on HTML, Virtual Reality, Dreamweaver, QuarkXPress, PageMaker, InDesign, Word, Excel, Access, Publisher, RoboHelp, RoboDemo, iSpring Suite, Presenter, Storyline, Captivate, Camtasia, and PowerPoint.

You can learn more about IconLogic's varied services at www.iconlogic.com.

Book Conventions

In our experience, people learn best by doing, not just by watching or listening. With this concept in mind, instructors and authors with years of experience training adult learners have created IconLogic books. IconLogic books typically contain a minimal amount of text and are loaded with hands-on activities, screen captures, and confidence checks to reinforce newly acquired skills. This book is divided into modules. Because each module builds on lessons taught in a previous module, it is recommended that you complete each module in succession.

Lesson Key

Instructions for you to follow look like this:

☐ choose **File > Open**

If you are expected to type anything or if something is important, it is set in bold type like this:

☐ type **9** into the text field

If you are expected to press a key on your keyboard, the instruction looks like this:

☐ press [**shift**]

Confidence Checks

As you work through this book, you will come across the Confidence Check image at the right. Throughout each module, you are guided through hands-on, step-by-step activities. To help ensure that you are grasping the content, Confidence Checks encourage you to complete a process or steps on your own—without step-by-step guidance. Because some of the book's activities build on completed Confidence Checks, you should complete each of the activities and Confidence Checks in order.





Hardware and Software Requirements

To complete the lessons presented in this book, you will need a modern computer (laptop or desktop) and a subscription to Articulate 360. While a license to Rise is not included with this book, the Articulate offers a free trial available through <https://rise.com>. (You can scan the image below to access the Rise website.)



You will need to download this book's course assets (data files) that have been created specifically to support this book. (See the "Downloadable Course Files" section below.) Also, you will be working with audio during some of the activities. You will either need a headset or speakers.

Downloadable Course Files

You are probably chomping at the bit, ready to dive into Rise and begin working through this book. As you will learn as you move through the activities, all that you need initially to create eLearning training on your own is Rise, this book, and a little imagination. However, you will also need images, audio files, and videos.

If you have not used Rise, and this book assumes that you have not, I do not believe that you should not have to learn how to use Rise on the fly *and* come up with your own media. Learning by discovery is not necessarily a bad thing, but it will take, and possibly waste, a lot of time. I have a better idea. You provide Rise, and I will provide you with all of the assets that you will need to learn how to use Rise (such as a storyboard, images, videos, and audio files).

During the following activity, you will download those assets—data files—from the IconLogic website.

Download the Book's Data Files/Project Assets

1. Download the student data files necessary to complete the lessons in this book.
 - ☐ start a web browser and go to <https://www.iconlogic.com>
 - ☐ click the **Data Files** link
 - ☐ select your platform (Rise works on both the Windows and Mac operating systems)
 - ☐ click the link for **Articulate Rise 360: The Essentials**

Articulate Rise Data Files

- [Articulate Rise 360: The Essentials](#)

2. If prompted, save the file to your computer. Make note of the location of the file download for step 4 below. (Depending upon your platform and browser, the download may begin automatically and the zipped file saved to your Downloads folder.)

3. Extract the data files.

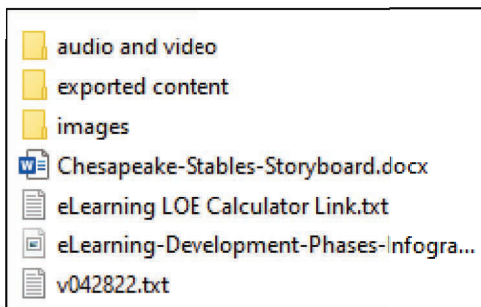
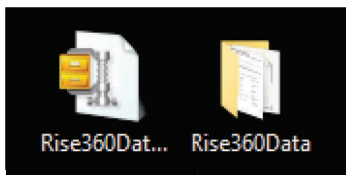
- ☐ after the file fully downloads, find the **Rise360Data.zip** file you just downloaded to your computer



- ☐ **PC users:** right-click the downloaded file and unzip/extract it to your desktop (or other preferred location)

Mac users: double-click the zipped file to extract it, then move the **Rise360Data** folder to your desktop (or other preferred location)

There should be an unzipped **Rise360Data** folder on your computer. As you move through the lessons in this book, you will be working with these files.



How Software Updates Affect This Book

I expect Rise to get updated from time to time as new features are added. Software updates can result in a misalignment of the activities in this book, and what you see while using the tool. If something on your screen does not match what I show in this book, please email me at **ksiegel@iconlogic.com** and let me know the issue. If necessary, I will update this book and/or the book's assets.

Contacting IconLogic

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Email Kevin: ksiegel@iconlogic.com

Phone: 410.956.4949, ext 711







ICONLOGiC

"Skills and Drills" Learning

Rank Your Skills

Before starting this book, complete the skills assessment on the next page.

Skills Assessment

How This Assessment Works

Ten course objectives for *Articulate Rise 360: The Essentials* are listed below. **Before starting the book**, review each objective and rank your skills using the scale next to each objective. A rank of ① means **No Confidence** in the skill. A rank of ⑤ means **Total Confidence**. After you've completed this assessment, work through the entire book. **After finishing the book**, review each objective and rank your skills now that you've completed the book. Most people see dramatic improvements in the second assessment after completing the lessons in this book.

Before-Class Skills Assessment

1. I can add a Section to a Rise project.	①	②	③	④	⑤
2. I can add a Lesson to a Rise project.	①	②	③	④	⑤
3. I can add images to a Rise project.	①	②	③	④	⑤
4. I can customize the Rise project Theme.	①	②	③	④	⑤
5. I can record my own voiceover audio with Rise.	①	②	③	④	⑤
6. I can create Flashcards in Rise.	①	②	③	④	⑤
7. I can create a quiz in Rise.	①	②	③	④	⑤
8. I can create a Labeled Graphic in Rise.	①	②	③	④	⑤
9. I can import a video into Rise.	①	②	③	④	⑤
10. I can export a Rise project for use with an LMS	①	②	③	④	⑤

After-Class Skills Assessment

1. I can add a Section to a Rise project.	①	②	③	④	⑤
2. I can add a Lesson to a Rise project.	①	②	③	④	⑤
3. I can add images to a Rise project.	①	②	③	④	⑤
4. I can customize the Rise project Theme.	①	②	③	④	⑤
5. I can record my own voiceover audio with Rise.	①	②	③	④	⑤
6. I can create Flashcards in Rise.	①	②	③	④	⑤
7. I can create a quiz in Rise.	①	②	③	④	⑤
8. I can create a Labeled Graphic in Rise.	①	②	③	④	⑤
9. I can import a video into Rise.	①	②	③	④	⑤
10. I can export a Rise project for use with an LMS	①	②	③	④	⑤

Module 1: Getting Started with eLearning and Rise 360

In This Module You Will Learn About:

- Planning eLearning Projects, page 2
- eLearning Development Phases, page 4
- Fonts and eLearning, page 5
- Storyboards, page 8
- Rise Courses, page 9
- Lessons, page 19
- Section Breaks, page 21

And You Will Learn To:

- Review a Completed Storyboard, page 8
- Create a New Course Based on Real Content, page 9
- Preview a Course, page 13
- Delete a Course, page 15
- Create a New Course Based on a Template, page 16
- Create a New, Blank Course, page 18
- Add Lessons, page 19
- Add a Section Break, page 21



Planning eLearning Projects

Articulate Rise is a web-based eLearning development tool used for creating eLearning. You can access Rise through a subscription to Articulate 360. Because Rise is web-based, you do not need to download any software to your computer to create eLearning content. If you have Internet access, an Articulate 360 subscription, and this book, you're ready to get started with Rise.

By the time you finish this book, you will be able to use Rise to create technically sound eLearning. However, creating technically sound content does not necessarily mean you're creating *good* eLearning. If you want to create good, relevant, and meaningful eLearning, plan ahead. Before creating any eLearning course, clarify the following:

☐ Why are you creating the course?

You might be surprised to know how many people start Rise and immediately start creating content. While this kind of on-the-fly development is well-intentioned, it will likely lead to an ineffective, disjointed course. It's a better idea to plan and design the course in advance. The plan should include how you are going to track learner comprehension as well as course success or failure factors.

During the planning process, you might come to the conclusion that some lesson content is not appropriate for the course and go with alternative course content.

☐ Who is the target audience?

Is your course intended for working adults? Or is the target audience children? The way you teach a child is different from the way you teach adults. For instance, children need praise and encouragement during the learning process that an adult learner might find irritating or condescending.

☐ Is the effort to develop lesson content going to pay off?

Not every lesson in an instructor-led course can be effectively recreated in a Rise eLearning course. For instance, if an instructor-led course relies on breakout groups, group discussion, or collaborative work, those aspects of the course cannot easily be included in eLearning without advanced programming. Be mindful that eLearning students usually work on their own with little or no interaction with other people.

☐ Who is the instructional designer?

The role of the instructional designer is to provide the overall plan for the course including, but not limited to, the overall course budget, vision, flow, mission, implementation, and course/learner success factors. Who is going to serve that role in your project?

☐ Is there a storyboard?

In eLearning, it's typically the instructional designer who creates the storyboard. Storyboards vary from hand-drawn cells on a sheet of paper (like those used when creating motion pictures) to a detailed outline.

Once you have the storyboard, start Rise and implement the storyboard. As you work through this book, you'll build a course from scratch based on a storyboard that I've created for you called **Chesapeake-Stables-Storyboard**. The storyboard includes such course and lesson details as the required section breaks, lessons, lesson content, quiz questions, course navigation, fonts, colors, and more.

- ☐ Does the course need to accommodate learners with disabilities?

Although it's not difficult to create accessible eLearning, it takes additional time and resources. For instance, if you have videos with audio in your course, and you want the videos to be accessible, you'll need to add closed captions. Fortunately, Rise allows you to create accessible projects including keyboard navigation, image alternative text, and video closed captions. You'll learn what's involved in creating accessible eLearning as you move through the lessons in this book.

- ☐ Do you want your projects to contain images and music?

Where will you get the image, video, and audio assets? Rise includes a Content Library where you'll find thousands of free-to-use assets. However, if you strike out on your own in search of assets, consider that just about everything you'll find via an Internet search is copyright protected. Unauthorized use of copyrighted materials can lead to hefty fines and/or penalties.

- ☐ Are you going to include voiceover audio in your course?

In my experience, voiceover audio enhances the learner experience. If you're going to include audio, make time in your budget to create a voiceover script. The script should be written in a conversational tone appropriate for the target audience.

Are you going to record the audio yourself or are you going to work with professional voiceover talent? My recommendation is to work with professional talent. Yes, working with a professional costs money. However, the money you spend will result in professional-quality audio. If you factor in your time to record the audio, the money you spend on professional audio might be worth it.

- ☐ Where is the exported content going?

To use your course, your learners do not need to own Rise, use Rise, or know anything about Rise. You need to know how to use Rise to create the lessons that comprise a course. When finished developing the course, you'll export the course for the Web, for a Learning Management System (LMS), as a PDF, or all of the above. Once exported, your course may need to be uploaded to a web server or an LMS so learners can access it. Once a learner has access to the course, all that they'll need to open and use the course is a free web browser.

- ☐ What is your budget?

Many new eLearning developers underestimate the time needed to create Rise courses. Although it is certainly easier and faster to create eLearning in Rise than just about anywhere, it still takes time.

If you have to tackle all of the jobs/responsibilities mentioned above, it could easily take you 2 hours or more to create a single minute of eLearning. Multiply that over the total course playtime (in minutes), and you'll have a reasonable level of effort to develop the course. If you don't have any content to start with, it's not reasonable to assume that you can create a 60-minute Rise course in just a few hours or days. It could take you hours to plan the course. A few hours just to find appropriate images to use in the course. More hours to find videos. And several hours to write the kind of voiceover script mentioned above. No level-of-effort guide will fit into every development scenario, but if I were asked to create a 60-minute course from nothing, I'd budget 120 hours of labor to start. (2 hours per finished minute of eLearning.)



NOTES

eLearning Development Phases

The infographic below offers a visual way to think about the eLearning development process and phases. A larger version of the graphic can be downloaded from www.iconlogic.com/skills-drills-workbooks/elearning-resources.html.



Fonts and eLearning

There is no denying that the most important thing about eLearning is solid content. But could you be inadvertently making your content harder to read or comprehend simply by using the wrong fonts? Is good font selection really important?

Some Fonts Read Better On-Screen

eCommerce Consultant Dr. Ralph F. Wilson did a study in 2001 to determine if serif fonts (fonts with little lines on the tops and bottoms of characters, such as Times New Roman) or sans serif fonts (those without lines, such as Arial) were more suited to being read on computer monitors. His study concluded that although Times New Roman is easily read in printed materials, the lower resolution of monitors (72 dots per inch (dpi) versus 180 dpi or higher) makes it much more difficult to read in digital format. Arial 12 pt was pitted against Times New Roman 12 pt with respondents finding the sans serif Arial font more readable at a rate of two to one.

<p> Lorem ipsum frangali puttuto rigali fortuitous confulence magficati alore. Lorem ipsum frangali puttuto rigali fortuitous confulence magficati alore. </p> <p>Times New Roman 12 pt</p> <p>520</p> <p>32%</p>	<p> Lorem ipsum frangali puttuto rigali fortuitous confulence magficati alore. Lorem ipsum frangali puttuto rigali fortuitous confulence magficati alore. </p> <p>Arial 12 pt</p> <p>1123</p> <p>68%</p>
---	---

Source: <http://www.practicalecommerce.com/html-email-fonts>

Wilson also tested the readability of Arial versus Verdana on computer screens and found that in font sizes greater than 10 pt, Arial was more readable, whereas Verdana was more readable in font sizes 10 pt and smaller.

So should you stop using Times New Roman in your eLearning lessons? Not completely. For instance, you can still use Times New Roman for text content that is not expected to be skimmed over quickly or read in a hurry.

Some Fonts Increase Trust

A 2008 study by Sharath Sasidharan and Ganga Dhanesh for the Association of Information Systems found that typography can affect trust in eCommerce. The study found that to instill trust in online consumers, you should keep it simple: “To the extent possible, particularly for websites that need to engage in financial transactions or collect personal information from their users, the dominant typeface used to present text material should be a standard font such as Times New Roman or Arial.”

If you feel your eLearning content will be presented to a skeptical audience, or one you've never worked with before, dazzling them with fancy fonts is not advised. You can use fancy fonts from time to time to break up the monotony of content that might not be considered exciting, but consider using such non-standard fonts sparingly. If you're going to use fancy fonts, consider using them for headings or as accents but not for the bulk of your text.





The Readability of Fonts Affects Participation

A study done at the University of Michigan in 2008 on typecase in instructions found that the ease with which a font in instructional material is read can have an impact on the perceived skill level needed to complete a task.

The study found that if directions are presented in a font that is deemed more difficult to read, “the task will be viewed as being difficult, taking a long time to complete and perhaps, not even worth trying.”

The results of the study by Wilson indicate that it is probably not a good idea to present eLearning material, especially to beginners, in a Times New Roman font, as it may make the information seem too difficult to process or overwhelming.

Popular eLearning Fonts

Over the years, I've asked my customer and colleagues which fonts they prefer to use in eLearning. Here is a list of the most popular fonts:

- ☐ Verdana
- ☐ Helvetica
- ☐ Arial
- ☐ Calibri
- ☐ Times
- ☐ Palatino
- ☐ Times New Roman
- ☐ Century Schoolbook (for print)

Rise limits your ability to choose fonts to headings and body. Here's the list of default fonts. You can upload additional fonts from your computer.



Fonts and Personas

If you are creating eLearning for business professionals, you might want to use a different font in your design than you would if you were creating eLearning for high school students. But what font would you use if you want to convey a feeling of happiness? Formality? Cuddliness?

In a study (funded by Microsoft) by A. Dawn Shaikh, Barbara S. Chaparro, and Doug Fox, the perceived personality traits of fonts were categorized. The table below shows the top three fonts for each personality objective.

	Top Three		
Stable	TNR	Arial	Cambria
Flexible	Kristen	Gigi	Rage Italic
Conformist	Courier New	TNR	Arial
Polite	Monotype Corsiva	TNR	Cambria
Mature	TNR	Courier New	Cambria
Formal	TNR	Monotype Corsiva	Georgia
Assertive	Impact	Rockwell Xbold	Georgia
Practical	Georgia	TNR	Cambria
Creative	Gigi	Kristen	Rage Italic
Happy	Kristen	Gigi	Comic Sans
Exciting	Gigi	Kristen	Rage Italic
Attractive	Monotype Corsiva	Rage Italic	Gigi
Elegant	Monotype Corsiva	Rage Italic	Gigi
Cuddly	Kristen	Gigi	Comic Sans
Feminine	Gigi	Monotype Corsiva	Kristen
Unstable	Gigi	Kristen	Rage Italic
Rigid	Impact	Courier New	Agency FB
Rebel	Gigi	Kristen	Rage Italic
Rude	Impact	Rockwell Xbold	Agency FB
Youthful	Kristen	Gigi	Comic Sans
Casual	Kristen	Comic Sans	Gigi
Passive	Kristen	Gigi	Comic Sans
Impractical	Gigi	Rage Italic	Kristen
Unimaginative	Courier New	Arial	Consolas
Sad	Impact	Courier New	Agency FB
Dull	Courier New	Consolas	Verdana
Unattractive	Impact	Courier New	Rockwell Xbold
Plain	Courier New	Impact	Rockwell Xbold
Coarse	Impact	Rockwell Xbold	Courier New
Masculine	Impact	Rockwell Xbold	Courier New

Source: <http://apo.org.au/system/files/17225/apo-nid17225-100061.pdf>





Storyboards

The term storyboard was first mentioned in this book on page 2. If you create a storyboard or are provided one, you will find the course development process in Rise significantly easier and faster.

Guided Activity 1: Review a Completed Storyboard

1. Ensure that you have downloaded the data files that support this book from the IconLogic website. (See page viii for instructions on downloading the data files.)

2. Review a completed storyboard.

- ☐ from the **Rise360Data** folder that you downloaded to your computer, open **Chesapeake-Stables-Storyboard.docx**

Scroll through the document, and notice that there are detailed instructions for you that cover everything from the course structure to detailed instructions covering lesson content.

<p>Course Structure</p> <p>Three sections, 8 lessons, 1 quiz.</p> <p>Section: ABOUT CHESAPEAKE STABLES</p> <ul style="list-style-type: none"> Lesson: Welcome! Lesson: Our Philosophy Lesson: Amenities & Pricing Lesson: Training <p>Section: LEARNING CENTER</p> <ul style="list-style-type: none"> Lesson: Lesson: How Old is Your Horse? Lesson: Hoof Care Lesson: Horse Care Quiz <p>Section: CLINICS AND WRAPUP</p> <ul style="list-style-type: none"> Lesson: Clinics Lesson: Thanks! 	<p>Lesson: Our Philosophy</p> <p>Text on image: Image: philosophy.jpg</p> <p>Text (bulleted list):</p> <ul style="list-style-type: none"> We are a cooperative. Everyone chips in Everyone has a say Everyone is included <p>Audio: Philosophy.wav</p> <p>Audio transcript:</p> <p>Founded in 2015, Chesapeake Stables is family-owned and operated. Our unique cooperative-approach to horse care means that everyone has a stake in the success of the farm.</p> <p>We've found that a hands-on approach to horse care by owners and boarders alike fosters an enhanced level of responsibility, communication, and helps improve efficiency.</p> <p>By encouraging teamwork, mundane chores get done faster and more efficiently.</p> <p>And of course, when your kids spend their weekends at the farm riding, socializing, and caring for their ponies it means less work for everyone, less boredom, and less chance for mischief.</p>
---	---

You will begin creating a course from scratch beginning on page 18. As you work through the activities, every aspect of the course you are instructed to tackle will come directly from instructions in this storyboard. To save you some typing, you'll be encouraged to copy text from this storyboard and paste it directly into Rise.

3. Close the Storyboard.

And now, let's get into Rise, review some starter courses, and create a course from scratch.

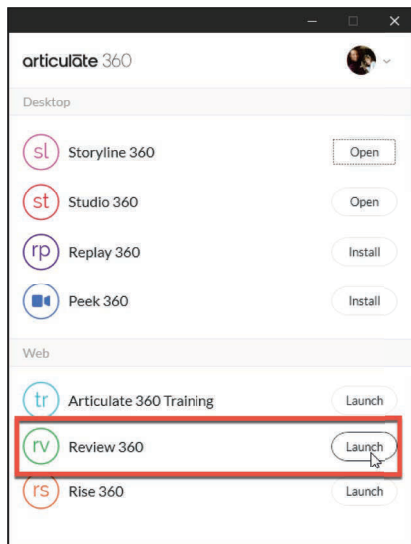
Rise Courses

When creating courses in Rise, you can start with existing content provided by Articulate. The free content includes, but is not limited to, compliance training, leadership courses, business ethics, sales, security awareness, and communication. There are templates containing placeholder text and images, allowing you to swap existing image and text blocks with your own content. And there are courses containing real content that you can claim as your own. Of course, if you prefer to start with a clean slate, you can create a new, blank course.

Let's start your Rise learning adventure by creating a new course based on an existing course that contains real content. Then you will create a course based on a template. Last, but not least, you will create a totally blank project.

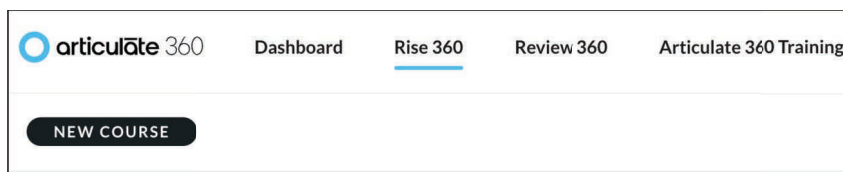
Guided Activity 2: Create a New Course Based on Real Content

1. Open Rise 360 using your Articulate credentials. (You can access Rise with your web browser at <https://rise.articulate.com/> or by opening the Articulate 360 desktop app and then clicking **Rise 360**.)



2. Create a new course based on real content.

☐ click the **New Course** button

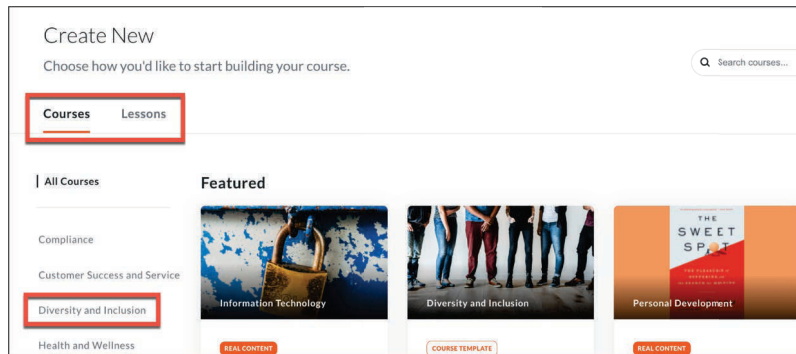


The Create New screen appears. From here, you can create a blank course, select from a template, or create a project using an existing course that contains real content.



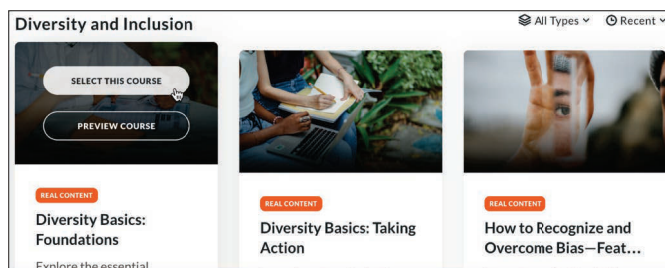
NOTES

- ☐ at the left of the window, click **Courses**
- ☐ from the **All Courses** menu at the left, select **Diversity and Inclusion**



Notice that some of the courses have a button that says **Course Template**. Some of the courses have a button that says **Real Content**.

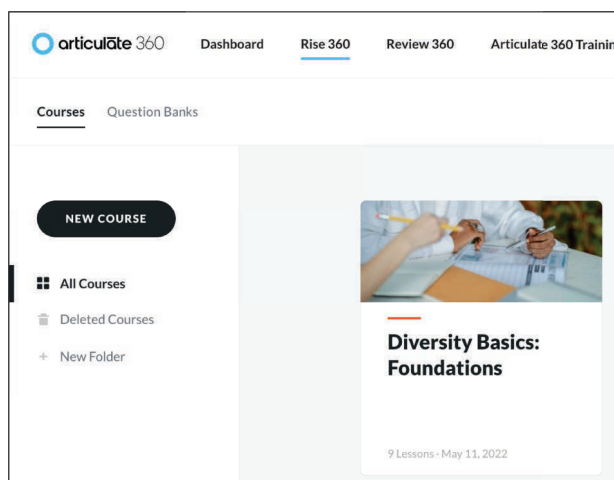
- ☐ from the list of **Diversity and Inclusion** courses, move your mouse over **Diversity Basics: Foundations**



Note: Rise is a web-based development tool, and it is constantly being updated by Articulate. New courses are added frequently. Existing courses might be modified, moved, renamed, or even deleted without notice. If the Diversity Basics: Foundations course is not available, select a different course with real content. The concepts shown in this section are relevant no matter the course.

- ☐ click the **Select This Course** button

The new course is added to your home screen.




3. Open a course.

- ☐ click the **Diversity Basics: Foundations** course cover photo or title

The course opens in **Edit mode**.

Diversity Basics: Foundations

Kevin Siegel ▾

You've probably heard the word "diversity" pretty frequently both in and out of the workplace, but are you confident you understand what it means and how it might impact your life?

Diversity—along with the complementary concepts of equity, and inclusion—impact your wellbeing, regardless of your background. Having a firm grasp on these terms is essential not only for a healthy workplace, but ultimately a healthier way of living.

4. Review the course structure.

- ☐ scroll down past the initial text

You'll see a list of sections and lessons. A section is a collection of one or more lessons. A lesson is a collection of an unlimited number of content blocks, such as text, images, tables, audio, interactive objects, and more.

INTRODUCTION

← Section text

≡ Learning Objectives

← Lesson title text

Lesson

EDIT CONTENT

LEARNING THROUGH EXPERIENCE

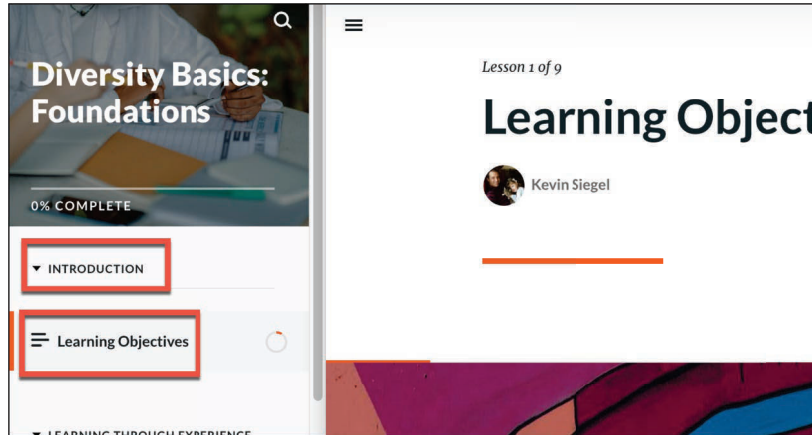
≡ Cycle of Socialization

Lesson

EDIT CONTENT

NOTES

In a published course, you can enable a sidebar, also known as menu. The sidebar is not currently on-screen. It is only visible when the course is previewed or seen by the learner in their browser. The section titles on the sidebar aren't clickable by the learner. The lesson titles are clickable. Shown below is what the sections and lessons look like in the sidebar.



The course structure, section breaks, section break text, courses within each section, course titles, and course content are all things that should be included in the storyboard. And it is typically the role of the course developer—the instructional designer—to make these kinds of decisions.

5. Review a lesson's content.

- ❑ from the **INTRODUCTION** section, click the **Edit Content** button to the right of **Learning Objectives**

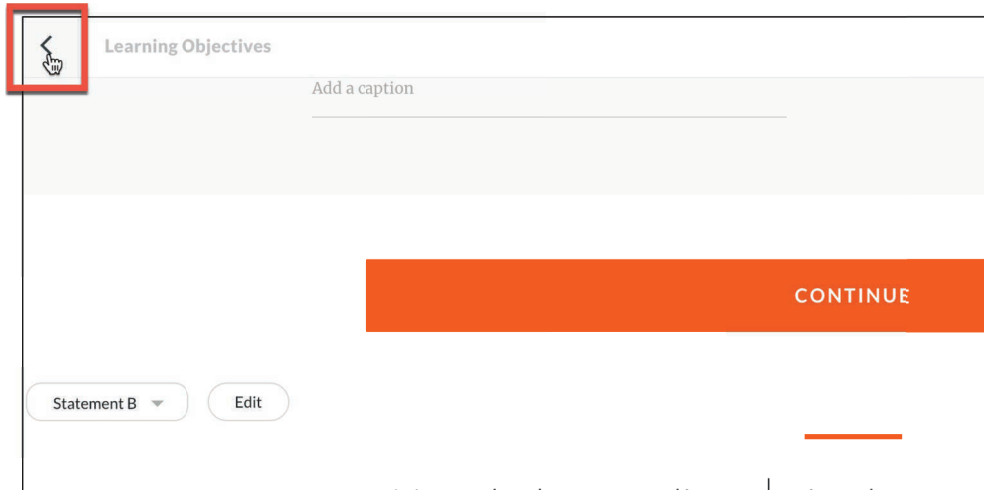


A lesson can contain a nearly unlimited amount of content. The content is made up of blocks. This lesson contains an image with text, multiple paragraphs with headings, an accordion interaction, a note, a quote, and flashcards. You'll learn how to add many of these elements later as you learn to build a project from scratch.

Guided Activity 3: Preview a Course

1. Preview the course.

- ☐ from the top left of the window, click the **arrow** to return to the lesson list (this list is also known as the table of contents)



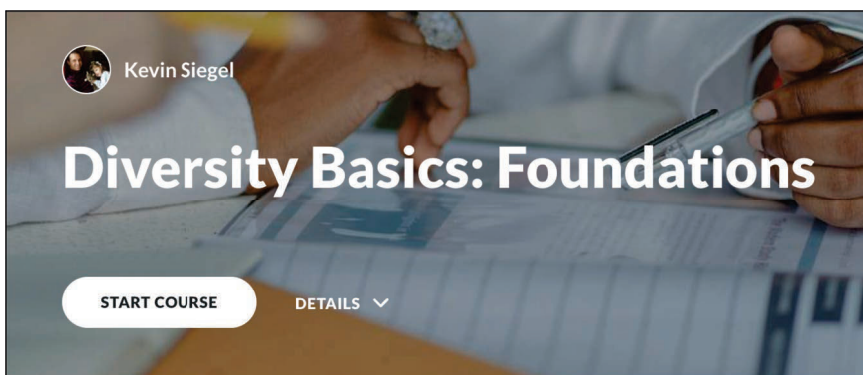
You can preview any lesson by opening the lesson and clicking Preview. If you want to preview the entire course, click the Preview button while on the table of contents.

- ☐ from the top right of the window, click **Preview**



The course appears just as it would if you were to use the Export feature to publish it for the Web.

- ☐ click the **START COURSE** button



NOTES

Spend a few moments working through the course lessons. In particular, notice the interactive components. There is an Accordion interaction and Flashcards for you to explore.

What Is Diversity, Equity, and Inclusion?

Before we get started, let's take a closer look at the terms *diversity*, *equity*, and *inclusion* and what they mean. Expand the rows below to learn more about each one:

Diversity

Diversity embraces the presence of a wide variety of societal groups. That variety is welcome across race, sex, gender, ability, age, nationality, socioeconomic status, religious or cultural backgrounds, and other forms of identity.

Definition: Means different or varied ... made up of people belonging to diverse groups characterized by culture, race, ethnicity, nationality, gender, sexual orientation, ability, etc. (Source: Anti-Defamation League)

Equity

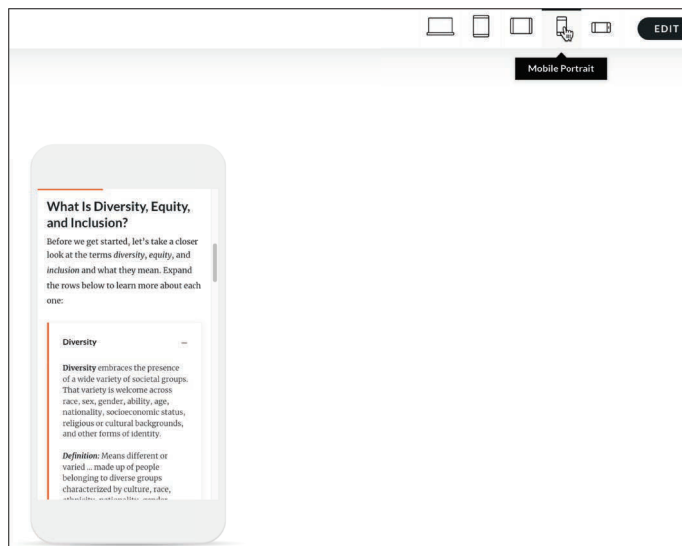
Inclusion

2. Preview the course on different devices.

- from the top right of the preview window, click each of the five device preview icons

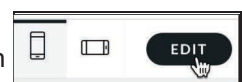


The Preview icons give you an idea of how your course will look when learners access your content on different devices, such as a tablet or a smartphone.



3. Close the preview.

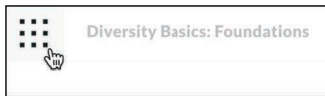
- from the upper right of the preview window, click the **Edit** button



Guided Activity 4: Delete a Course

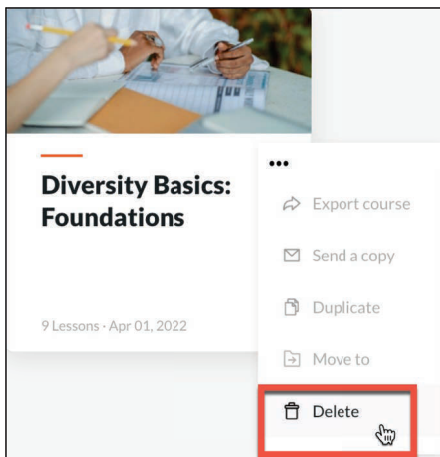
1. Delete a course.

- ☐ click the grid icon in the upper left of the Rise window

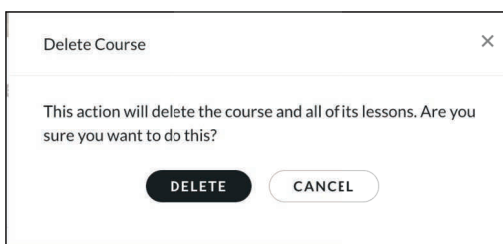


This takes you to the **Rise 360 Dashboard**. From here, you can duplicate a course, export it, move it, or delete it.

- ☐ position your mouse over the course title
- ☐ click the **three dots**
- ☐ choose **Delete**



- ☐ click the **Delete** button to confirm the action



Note: Deleted courses are not truly deleted. You can recover a deleted course by going to **Deleted Courses**, clicking the three dots for any deleted course, and choosing **Remove from trash**. Alternatively, you can permanently delete a course by choosing **Delete forever**.



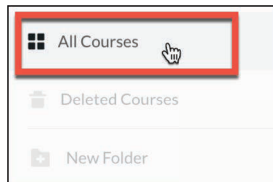


Guided Activity 5: Create a New Course Based on a Template

1. Ensure that you are logged into Rise with no courses open.

2. Create a new course based on a template.

☐ from the left of the window, click **All Courses**

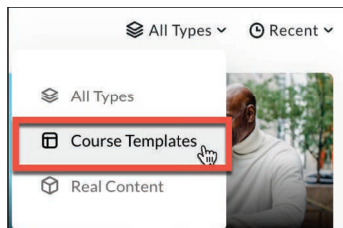


☐ from the upper left of the window, click **New Course**

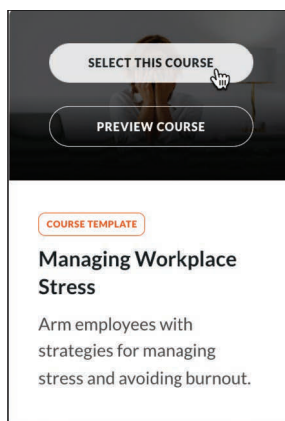


☐ from the list of **All Courses**, click **Health and Wellness**

☐ from the **All Types** drop-down menu, choose **Course Templates**



☐ click any one of the course templates



☐ click **Select This Course**

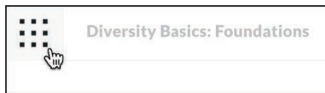
3. Review the course contents.

☐ click the course thumbnail to open the course

Unlike a new course based on real content, the content in a course based on a template is placeholder content. Nevertheless, the course includes helpful headings, images, and writing prompts to guide you when replacing the placeholder content with your content.

4. Delete the course.

- ☐ click the icon in the upper left of the Rise window

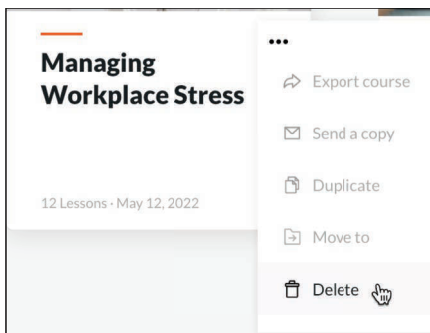


- ☐ position your mouse over the newest course

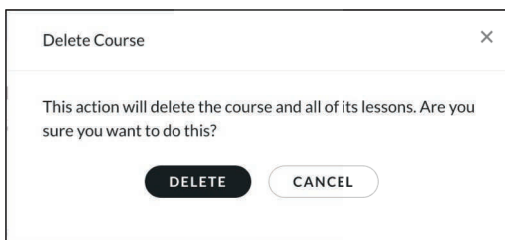
- ☐ click the **three dots**



- ☐ choose **Delete**



- ☐ click **Delete** when asked to confirm



Note: Deleted courses are not actually deleted from Rise. They are moved to **Deleted Courses**. You can recover a deleted course by clicking Deleted Courses, clicking the three dots, and choosing **Remove from trash**. Alternatively, you can click **Delete Forever**.





Guided Activity 6: Create a New, Blank Course

1. Ensure that you are logged into Rise with no courses open.

2. Create a new, blank course.

☐ if necessary, return to the **All Courses** screen

☐ from the upper left of the window, click **New Course**

☐ from the upper right of the window, click **+Blank Course**

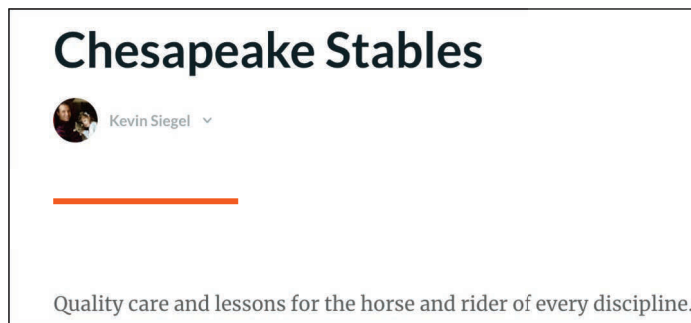
Unlike when you created new courses based on a template and real content, this latest course is truly blank.

3. Add a course title.

☐ click the words **Course Title** and replace them with **Chesapeake Stables**

4. Add a course description.

☐ click the words **Describe your course** and replace them with **Quality care and lessons for the horse and rider of every discipline.**



Lessons

In a Rise project, you first create the course (which you've done). After you've created the course, you add course lessons. Then, you add content to the lessons. Optionally, you can group the lessons into sections.

Let's add some lessons to your course, and then move the lessons into sections. Later, you'll add content to the lessons, such as text, images, and videos.

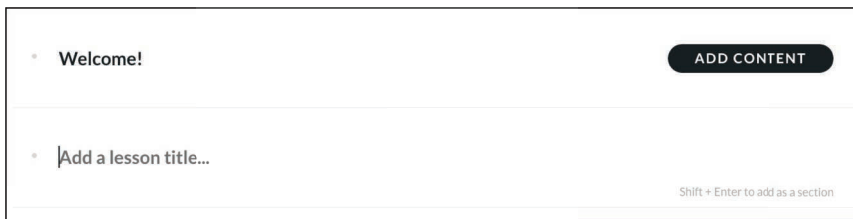
Note: Because each lesson in this book builds upon preceding activities, be sure to complete each guided activity and confidence check from this point forward.

Guided Activity 7: Add Lessons

1. Ensure that the Chesapeake Stables course is open.

2. Add an initial lesson.

- ☐ click where it says to **Add a lesson title**
- ☐ replace the text with **Welcome!** and press [enter]



The screenshot shows a lesson titled "Welcome!" with a placeholder "Add a lesson title..." below it. An "ADD CONTENT" button is visible next to the title. A small hint at the bottom right says "Shift + Enter to add as a section".

3. Add a second lesson.

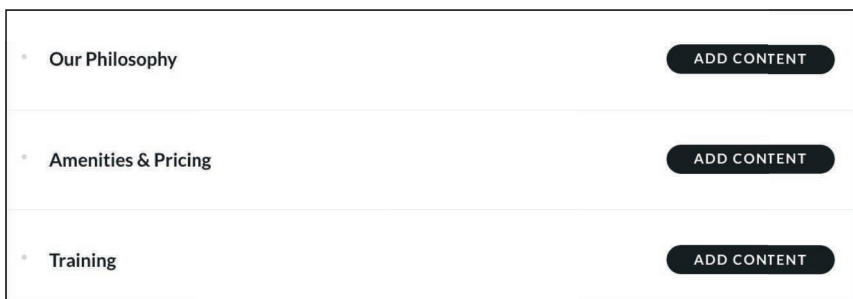
- ☐ click where it says to **Add a lesson title**
- ☐ replace the text with **Our Philosophy** and press [enter]

4. Add a third lesson.

- ☐ click where it says to **Add a lesson title**
- ☐ replace the text with **Amenities & Pricing** and press [enter]

5. Add a fourth lesson.

- ☐ click where it says to **Add a lesson title**
- ☐ replace the text with **Training** and press [enter]



The screenshot shows three lessons listed vertically: "Our Philosophy", "Amenities & Pricing", and "Training". Each lesson has an "ADD CONTENT" button to its right.





New Lessons Confidence Check



1. Add the following five lessons to your course:

How Old is Your Horse?

Hoof Care

Horse Care Quiz

Clinics

Thanks!

* Welcome!	ADD CONTENT
* Our Philosophy	ADD CONTENT
* Amenities & Pricing	ADD CONTENT
* Training	ADD CONTENT
* How Old is Your Horse?	ADD CONTENT
* Hoof Care	ADD CONTENT
* Horse Care Quiz	ADD CONTENT
* Clinics	ADD CONTENT
* Thanks!	ADD CONTENT

2. Add another lesson titled “**Ooops.**”
3. Delete the **Ooops** lesson by clicking the **Remove** icon to the right of the Add Content button.

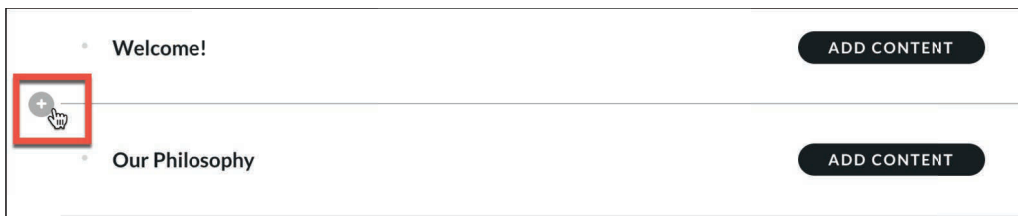
* Ooops	ADD CONTENT	Remove
* Add a lesson title...		

Section Breaks

Section breaks allow you to visually group lessons into categories. While the process of creating section breaks is similar to creating lessons, section breaks cannot contain content. Section breaks cannot be converted to lessons, and lessons cannot be converted to section breaks.

Guided Activity 8: Add a Section Break

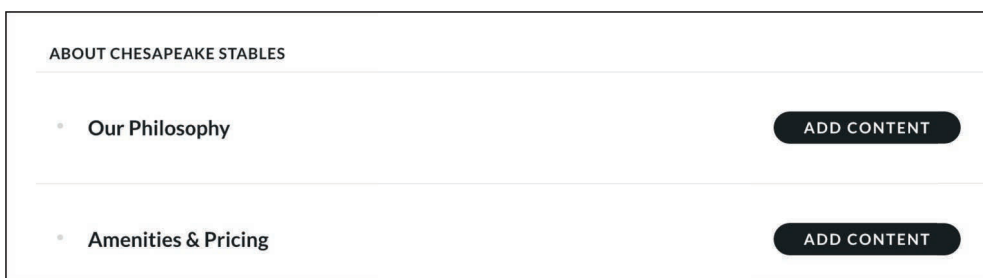
1. Ensure that the Chesapeake Stables course is open and that you have completed all of the activities and confidence checks beginning on page 18.
2. Add a section break.
 - ☐ position your mouse pointer between the **Welcome** and **Our Philosophy** lessons
 - ☐ click the **plus sign**



After clicking the plus sign, Rise assumes that you want to add another lesson. This is a reasonable assumption because typical courses have far more lessons than section breaks. If you type a lesson title and press **[enter]**, you'll create another lesson. However, if you press **[shift] [enter]** after typing the title you'll create a section break.

- ☐ type **ABOUT CHESAPEAKE STABLES**
- ☐ press **[shift] [enter]**

Notice that the section break title text is smaller than the lesson title text and that the section title is automatically converted to all caps. In addition, there is no Add Content button to the right of a section break as compared to lessons.



Note: If you pressed **[enter]** after typing the title, instead of **[shift] [enter]**, you've likely added a lesson named **ABOUT CHESAPEAKE STABLES** instead of a section. If so, delete the lesson and try creating the section break again.





3. Reorganize a section break.

☐ drag the words **ABOUT CHESAPEAKE STABLES** above **Welcome**

ABOUT CHESAPEAKE STABLES	
• Welcome!	ADD CONTENT
<hr/>	
• Our Philosophy	ADD CONTENT

Section Breaks Confidence Check

1. Add the following two section breaks to your course:

LEARNING CENTER

CLINICS AND WRAPUP

2. Reposition the sections and lessons as necessary so that the each section has the following lessons.

Section: ABOUT CHESAPEAKE STABLES

Lesson: Welcome!

Lesson: Our Philosophy

Lesson: Amenities & Pricing

Lesson: Training

Section: LEARNING CENTER

Lesson: How Old is Your Horse?

Lesson: Hoof Care

Lesson: Horse Care Quiz

Section: CLINICS AND WRAPUP

Lesson: Clinics

Lesson: Thanks!

3. Compare your sections and lessons to the image at the right.

As you begin the next module of this book, you will be using the same project. Ensure that you've completed each activity in this module before moving on to the next module.



ABOUT CHESAPEAKE STABLES	
• Welcome!	ADD CONTENT
<hr/>	
• Our Philosophy	ADD CONTENT
<hr/>	
• Amenities & Pricing	ADD CONTENT
<hr/>	
• Training	ADD CONTENT
<hr/>	
LEARNING CENTER	
• How Old is Your Horse?	ADD CONTENT
<hr/>	
• Hoof Care	ADD CONTENT
<hr/>	
• Horse Care Quiz	ADD CONTENT
<hr/>	
CLINICS AND WRAPUP	
• Clinics	ADD CONTENT
<hr/>	
• Thanks!	ADD CONTENT